



City of Northampton, Massachusetts
Human Resources Department

POLICY & PROCEDURE
900-3

Effective Date: 4/11/86
Revision Date: 7/1/2012

F.L.S.A. STATUS

GENERAL

The City intends to operate within the parameters of the Fair Labor Standards Act. As such, each position is reviewed by Human Resources to determine if the position is one that is exempt from overtime standards, or one where overtime standards must be adhered to.

All Department Heads are in positions that are exempt from the overtime standards of the FLSA, however, many department heads are covered by a negotiated contract that may have specific language around this issue. A detailed list of non-represented exempt and non-exempt positions is found on page two of this policy.

All benefits for non-represented Department Heads are covered by City Policies. There may be occasions where the City will grant compensatory time off for hours worked beyond the employee's normal schedule.

The Department Head is responsible for determining work schedules, maintaining accurate daily records and work periods for themselves and their employees. All information must be accurately recorded on the Payroll Sheets, and the Department head must authorize the payroll worksheets under penalty of perjury.

Approved:

A handwritten signature in black ink, appearing to read "David J. Narkewicz", is written over a horizontal line.

David J. Narkewicz
Mayor

A handwritten signature in black ink, appearing to read "Glenda C. Stoddard", is written over a horizontal line.
Glenda C. Stoddard
Human Resources Director

Non-Represented, Regular Positions	
Job Title	FLSA status
ARTS ADMINISTRATIVE ASST	Non
BLDG HVAC TECHNICIAN	Non
CHIEF PROCUREMENT OFFICER	Exempt
CITY HR DEPT. ASST.	Non
DEPARTMENT HEADS -Arts	Exempt
DEPARTMENT HEADS -HR	Exempt
DEPARTMENT HEADS -Treasurer	Exempt
DEPARTMENT HEADS -Auditor	Exempt
DEPARTMENT HEADS -Central Services	Exempt
DEPARTMENT HEADS -MIS	Exempt
DEPARTMENT HEADS -Dept. of Public Works	Exempt
DISPATCHER	Non
ENERGY CONSERVATION TECHNICIAN	Exempt
EXECUTIVE SECRETARY-Mayor's Office	Non
EXECUTIVE SECRETARY-City Council/License Commission	Non
FACILITIES PROJECT COORDINATOR	Non
FINANCE DIRECTOR	Exempt
FIRE SERVICE MECHANIC	Non
HUMAN RESOURCES SPECIALIST-Employment	Non
HUMAN RESOURCES SPECIALIST-Benefits	Non
LEAD DISPATCHER	Non
MAINT SUPERVISOR PKG. DIV.	Non
MAYORAL AIDE	Non
NETWORK/PC TECHNICIAN	Non
PARKING ATTND PART TIME-STEPS	Non
PARKING DIV MAINTENANCE ASST	Non
PAYROLL COORDINATOR	Non
PEO/MAINT GRD 6	Non
POLICE COURT ADMINISTRATOR	Non
POLICE DEPT SECRETARY	Non
RESERVOIR RANGER	Non
SUPERVISOR RECORDS/INFO SRVCS-Police	Non

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